

PERALTA COMMUNITY COLLEGE DISTRICT – May 2019
CLASSIFIED JOB DESCRIPTION

SENIOR BUYER/CAPITAL PROJECTS-BONDS
(SEIU Local 1021 Salary Range 114)
Job Code: 528

CLASS PURPOSE

Under direction of the Vice Chancellor for General Services, the Sr. Buyer is responsible for all District Wide Bond Funded projects.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Responsible for procurement of all District Wide Bond Funded projects making sure the funds are used appropriately.
- Visit Colleges for construction bid-walk with architects, contractors and engineers to ensure that vendors meet all regulations regarding project delivery regulations in accordance with Education Codes and Public Contract Codes.
- Writes and prepares bids for complex construction projects.
- Performs reference checks on contractors/vendors recommended for award of contracts as required; check debarment of awarded contractors/vendors on the DIR website; write Notice of Awards to awarded contractors/vendors; register awarded projects with the Department of Industrial Relations (DIR).
- Answer requests for information (RFI) for contracts during the multimillion dollar projects for the District's colleges.
- Search and verify all piggyback contracts making sure they are compliant and usable by the District; monitors and evaluates District Wide Measure A procurement for compliance and usage of project budget are approved by the Board of Governors.
- Maintain and implement construction budget for each project.
- Ensure compliance to project budgets and provide analysis of deviations.
- Performs research to determine legality and conformance of proposed contracts e.g. Public Contract Code, Education Code, Government Code, Labor Code, Contractor's State License Board, prevailing wage laws etc. and make recommendations.

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- Review legal contracts for basic requirements and determine necessity of Board approval or ratification; monitor compliance to contract requirements ensuring all conditions are met before approval of invoices.
- Assist in ensuring awareness and vendor compliance to all building codes and local construction laws, Public Contract Code, etc.
- Establish and update records of all correspondence related to construction activity.
- Prepare a variety of correspondence, statistics, reports and documents; maintain a variety of files and records. Provide advice and assistance to Director of Purchasing (or in their absence, to the Vice Chancellor for General Services) to improve the purchasing Business Process and modify the existing one; assist manager with updating and maintaining the District Purchasing manual and other reference materials.
- Attend meetings and participate in committees as required.
- Provide leadership and guidance to staff personnel and to the public.
- Prepare training, documentation and coordinates training sessions for District personnel for Requisitions and Purchase Orders as needed (ONEPeralta).
- Serve as liaison for the District staff, consultants, vendors, contractors, governmental agencies and the public to acquaint them with procurement policies and procedures and to obtain information on products, services, bid solicitations, resolve contractual issues, problems or other disputes and offer solutions for resolution.
- Work on an ongoing basis with Enterprise Resource Planning (ERP) in providing Help Desk support, training, and system testing and updating the Test Scripts for Business process implementation.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Equivalent to graduation from an accredited college or university and five (5) years of increasingly responsible experience as a buyer; or an equivalent combination of training, education and qualifying experience, which demonstrates the skills and ability to perform the essential functions of the position.
2. Knowledge and proficiency in the utilization of standard office productivity software programs (e.g., MS Word, Excel, Access, and PowerPoint), personal computers, and other standard office equipment
3. Applicant must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

DESIRABLE QUALIFICATIONS

- A Bachelor's Degree from an accredited college or university in Business Administration.

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- 5 years of purchasing experience.
- Experience working with Oracle/PeopleSoft purchasing modules, or a similar enterprise procurement system.
- Experience buying a variety of high volume and high value goods or services.
- Possess professional customer service techniques
- Knowledge of:
 - Methods, procedures, and regulations used in Community College District purchasing operations.
 - The administration of the purchasing process. .
 - Sources of supplies, materials, and equipment used in a Community College District.
 - California Education and Contracts codes related to purchasing.
 - Budget development, financial record keeping, and auditing principles and procedures.
 - Automated purchasing system and requisition system.
 - Principles and practices of purchasing, including the preparation of specifications, evaluations and awarding bids.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

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TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: N/A